

MISCELLANEOUS DEPARTMENTS

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING, BANGALORE.

No. P. C. 870, dated 27th March—11th April 1944.

The following modifications, regarding size, etc., of the forms and registers, etc., in use in Government Departments have been approved by Government in their orders noted below. The indenting officers are, therefore, requested to note in their annual indents only the revised forms in future:—

G. O. No. A. F. 4762-4837—P. & S. 92-41-6, dated 12th March 1942.

1. The following forms are treated as common forms for supply to all the departments. The officers in charge are requested to indent for these forms only, in place of the special ones, which they were getting printed till now from the Government Press.

Sl. No.	Names of Forms	Sl. No.	Names of Forms
1	Acknowledgment card	42	Draft for approval (big)
2	Do forms	43	Do (small)
3	Application for leave of Gazetted officers.	44	Letter form (big)
4	Application for leave of other officers.	45	Do (small)
5	Arrear list	46	Draft for approval slips
6	Attendance register	47	Disallowance memo form
7	Bill register	48	Early cards
8	Bundle slips	49	Early slips
8(a)	Book post pocket slips	50	Economy slips
9	Cash bill books	51	Endorsement cards (Kan.)
10	Casual leave register	52	Do (Eng.)
11	Character Books	53	Endorsement forms (Eng.) (big and small).
12	Character report of Gazetted Officers.	54	Do (Kan.)
13	Character report of Non-Gazetted Officers.	55	Flag slips
14	Confidential cards	56	Form issue books
15	Do slips	57	Form at ck register
16	Covering memo for sending bills for audit or for countersignature.	58	Form register
17	Public Service Commissioner's Office forms.	59	Immediate cards
		60	Do slips
		61	Interview slips
		62	Memo pads
		63	Blank memo counterfoil books.
		64	Memo calling for returns
		65	Memorandum forms
		66	Memo forwarding documents in triplicate.
		67	Note forms
		68	Note continuation sheets
		69	Paper under disposal slip
		70	Pam's book
		71	Reminder forms—two kinds.
		72	Record requisition slips
		73	Routine notes
		74	Record destruction register.
		75	Register of vacancies
		76	Receipt form (for payments made) Kannada and English.
		77	Stock register of cheque book, etc.
		78	Service post card
		79	Indent for Stationery
		80	Do forms
		81	Telegram or telephone message confirmation book.
		82	"To" Register
		83	Urgent pads
		84	Do slips
		85	Order books

REGISTERS UNDER DISPOSAL NUMBER SYSTEM.

18	General receipt register
19	Personal register
20	New case register
21	Periodical register
22	Stock list of periodicals
23	Current register of petitions.
24	Abstract of arrears
25	Arrear list
26	Disposal docket D1
27	Do D2
28	Do R
29	Call book
30	Stock list of register
31	Record issue register
32	Record-keeper's circular
33	"N" Reference slips
34	Index slips
35	"R" Disposal covers
36	"D1" Disposal
37	"D2" do
38	Docket forms (big)
39	Do (small)
40	D. O. covers (quarto)
41	Do (oblong)

G. O. No. A. F. 4082-4156—P. & S. 92-41-3, dated 14th February 1942.

2. Common letter heads in 1/8, 1/4, and 1/2 foolscap sizes will be supplied in place of the official letter heads which the Government Officers were getting printed at the Government Presses. As usual, officers of and above the rank of Deputy Commissioners may get their D. O. letter heads printed in 1/4 and 1/2 foolscap sizes.

G. O. No. A. F. 5106-8—P. & S. 82-42-2, dated 17th March 1943.

3. The size of the Character book is reduced from foolscap folio to foolscap long quarto and is included as a common form for supply to all the departments.

G. O. No. M. 6705-70—P. & S. 92-41-9, dated 17th January 1944.

4. Subordinate officers have to get their D. O. letter heads printed at the Government Presses and use common letter heads, in place of official letter heads and D. O. letter heads, which they were getting printed at private presses at a cost not exceeding

G. O. No. M. 7458-528—P. & S. 41-43-13, dated 24th February 1944.

5. Land Acquisition notifications are to be published in the "Mysore Gazette" in a narrative form as approved by Government in their Order No. A. F. 4011-4616—P. & S. 113-41-2, dated 15th March 1942. The skeleton forms which have to be filled up and forwarded to the Compiler have been supplied to all concerned officers.

G. O. No. M. 7391-457—P. & S. 58-43-2, dated 24th February 1944.

6. The following forms will be supplied in their original and reduced sizes, viz., 1/2 and 1/4 foolscap to suit the needs of big and small officers and are included as common forms to be supplied to all the departmental officers:—

- 1 Statement of Recoveries of Insurance Premia.
- 2 Statement of State Provident Fund Subscription recovered.
- 3 Detailed Statement of Establishment as it stood on 1st July of each year.

G. O. No. M. 7529-32—P. & S. 41-43-14, dated 24th February 1944.

7. Modified Docket forms allowing more space for writing purposes will be printed and supplied in future.

G. O. No. A. F. 6321-4—P. & S. 44-40-4, dated 15th May 1942.

8. The rules relating to Supply, Stock and Accounting of forms as revised are published hereunder for the information of the concerned officers.

RULES RELATING TO SUPPLY, STOCK AND ACCOUNTING OF FORMS.

DEFINITION.

1. (a) *Forms* include any printed work in which additional matter has to be filled in, in ink or pencil; also labels, envelopes, "flags," and bound registers, if printed, colour-embossed or ruled and blank circulars, etc., which are used regularly by the indenting offices. Forms may, subject to these rules, be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government by departments in print.

(b) *Standard Lists*.—These contain the details of forms used in each department including financial and common forms with full particulars of size, number of pages in each register, nature of binding, period of supply and maximum quantity to be supplied.

GENERAL AND STANDARDIZED FORMS.

2. *Classification*.—Forms are grouped into the following classes:—

(a) *Standard Forms*.—

(i) *Standardised Stock Forms*.—General or "Common", i.e., common to departments or offices and contained in Appendix A, Financial forms included in M. C. A. C., Vol. I, for supply on indents to certain offices as units of consumption or for further distribution where necessary.

(ii) *Standardised Departmental*.—Special to one or more departments or offices, arranged in groups according to their nature, and supplied on indents as class (i) above.

(b) *Standard Temporary*.—Such as Record of Rights, Cattle Census, Weaving Demonstration work, etc., the necessity for which cannot be foreseen at the time when the annual indents are prepared and in regard to which the period during which they will be required is not known. These are supplied on special indents as required.

(c) *Special*.—Forms which for departmental reasons have been excluded from the above lists, or printing of which on occasional indents has been sanctioned by Government. These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible.

(d) *Forms supplied on payment.*—In the case of forms, such as those of quasi-Government and commercial concerns under the Industries or other departments, etc., the cost of which is recovered direct from the departments, the indents are sent direct to the Press as per Cycle of Indents.

(e) Forms prescribed by Government under the various Acts in force, and supplied on payment to the public through the Department or sold directly at the Book Depot.—These forms will be printed on special indents and supplied six weeks after the receipt of indents.

3. Every printed form shall bear in small type at the top, indicating its class and departmental number. Thus: Revenue 15 shows that is a Revenue form and its Departmental number is 15. It shall also bear an abbreviated imprint showing the WD No., the Press where it is printed, the number of copies struck and the year it is printed. Thus: WD 02025—GPB—2,000—1940 shows that the form bears 02025 as its WD No., that it was printed at the Government Press, Bangalore, that 2,000 copies were printed and that they were printed in the year 1940.

4. Standard forms are supplied only from the Government Presses, and they should on no account be printed in a private press whatever be the number required, nor any additions be over-printed on such forms without the sanction of Government.

5. *Files of Standard Forms* are maintained at the Government Press for purposes of reference and not for issue or loan. Every officer should keep files of all classes of forms sanctioned for use in his office. Files are not made up in the Presses for this purpose.

INTRODUCTION OF NEW OR MODIFIED FORMS.

6. No form which is not included in the lists of standardised forms may be printed at any press, nor may any additions to, or alterations in, the lists be made without the sanction of Government.

(a) *Introduction of new forms.*—A copy of every order of Government sanctioning additions to, or alterations in, the lists or in the forms, shall be communicated to the Superintendent, Government Printing. In the absence of specific instructions, copies of a new form will be supplied only from the next annual indent. If immediate supply is necessary, the number required for each officer should be furnished with the order prescribing the form.

7. Proposals to introduce new forms submitted to Government, may be sent through the Superintendent, Government Printing, who is required to scrutinise them and see whether any one of the forms proposed cannot be combined with any one of the existing forms. No sanction for new forms will be accorded without the concurrence of the Superintendent, Government Printing.

8. While introducing new forms, it is necessary to take into consideration the following principles:—

- (i) That more than 500 copies are required.
- (ii) That the amount of clerical labour saved is sufficient to warrant the expenditure incurred in printing.
- (iii) That cyclostyle or other duplicating process available will not meet the case equally well.

The above proposals do not apply to cases where returns of forms have to be submitted to Government in print. Matters which can be conveniently or more cheaply be copied, typewritten or prepared by duplicating machine should not be printed.

9. In urgent cases, Government directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the introduction of a new system requiring a large number of forms, etc., inquiries may be made whether the Press can get the copies ready in time.

10. *Modified forms.*—When one standardised form is ordered by Government to be modified or substituted for another, the change shall, except in special circumstances, be effected only at the time of the next annual indent. As long a notice as possible should be given before the revision of any form is ordered so that old stock in offices may be used up.

Heads of Departments may also, subject to the same conditions referred to above, sanction any slight alteration without making material changes in the existing forms.

11. In the case of forms newly introduced under the provision of rule 6, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed in Government Order No. A. F. 6232-3—P. & S. 92-39-2, dated 13th May 1940 (*vide* Appendix B). If, in any case, forms on special paper are required, reasons therefor must be fully specified in the requisition.

12. If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other department and also with the concurrence of the Superintendent, Government Printing.

13. *Proofs of new or modified forms* can be furnished only after the indent for the supply of copies is received.

14. *Style and size of new forms.*—Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in, in the columns, so as to enable the Press to judge the width of each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as headings. Numbers to columns are rarely wanted and they encroach on the space for entries.

15. *Inner sheets.*—In the case of forms containing a number of sheets with a common heading, the inner sheets should not be cut in order to have the headings for all the sheets, but the heading should be printed in each sheet.

16. *Quarto forms.*—Except for correspondence with Government, quarto forms should always be used in preference to folio size, and all forms in foolscap quarto size should, as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width.

17. *Special modification* of forms, such as printing in a different size and style for office copies, the insertion of a name, designation or place or an office in a standard or stock form; over-printing on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists; inserting the dates or years in standard forms; printing or alteration of figures representing years in any form; indents for the same forms more than once in a year; or printing of addresses on envelopes are prohibited for every department except with the special orders of Government.

SUPPLIES TO NEW OFFICES.

18. Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent, Government Printing, who shall make the necessary corrections in the standard list, the quantities being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

19. Proposals to start new office or branches of offices submitted to Government by Heads of Departments should contain provision to meet the cost of printed forms required for initial and recurring supply. This provision has to be transferred to the Press Budget so long as the supply is needed. There ought to be an interval of at least eight weeks for the initial supply of such of the forms as cannot be met from the stock of allied offices.

INDENTS FOR FORMS.

20. Officers who are authorised to send consolidated indents for standard forms are indicated in Appendix C. *These forms are supplied only on annual indents in the prescribed form (Appendix D) which must be sent through the countersigning officers to the Superintendent, Government Printing on prescribed dates in accordance with the Cycle of Indents given in Appendix C. The indents are checked and (in the case of forms used in more than one Department), consolidated, and retrenchments, objections or alterations notified to the office concerned. Copies of forms are then supplied direct by the Press to offices according to the Distribution Lists kept in the Government Press, but any change in the unit of supply requires the sanction of Heads of Departments. No copies are supplied from a central departmental office to subordinate offices which are units of direct supply from the Press. No special supply will be made by the Press on requisitions sent in the intervening period other than the period of supply referred to in the Cycle of Indents except as stated in Rule 22.*

21. Indents are prepared by the indenting officers for the groups shown in column 1 of Appendix C, after calling for necessary information from the group of units of supply whose indents are to be consolidated by them. The consolidated indents should be sent on the date prescribed in the Cycle of Indents. Printed forms of indent will be supplied in all cases. *The indents shall ordinarily be based on the average consumption of the three supply years preceding that in which the indent is made and shall be for the quantities which, together with the balance expected to remain on hand on the first day of the supply year following, will suffice for the consumption of twelve months in the case of ordinary forms and two, three and five years in the case of biennial, triennial and quinquennial forms, respectively. Special reasons should be given for indenting more than the average consumption.*

NOTE.—(1) If the indents are not received at the Government Press in time, the Superintendent, Government Printing, is authorised to print and supply forms as per standard list and submit a report to Government.

(2) Correspondence regarding the supply of forms should be addressed to the Superintendent, Government Printing, Bangalore, by officers recognised as units for sending indents.

22. The Superintendent, Government Printing, is to ensure, by a close and detailed scrutiny of the indents before compliance, that these instructions are properly observed by all indenting officers. The Superintendent, Government Printing, is authorised to arrange for the inspection of stock books and stock of forms in as many offices as possible. He may also send for the stock books of forms in any of the offices in a district to see whether they have been properly maintained; they would be returned after necessary examination in the Office of the Superintendent, Government Printing. The defects noticed should be brought to the notice of the Head of the Department and if the Superintendent, Government Printing considers that the action taken by the Head of the Department is inadequate, the matter should be reported for the orders of Government.

23. *Delayed or excessive indents.—It is essential that indents should be correctly and completely prepared and submitted by the due dates, otherwise the supply of forms relating to a group to the whole of the State will be delayed. Any case in which the working of the rules is retarded by an indenting officer, is to be brought to the notice of Government. When the Superintendent, Government Printing, considers that the demand for any treasury or account or other forms is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned.*

24. *Supplementary indents are as a rule inadmissible, and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the officer concerned. Supplemental indents due to an exceptional demand can usually be avoided by obtaining forms required from another office*

in the same locality, with the approval of the Heads of Departments, intimating the fact to the Superintendent, Government Printing, though the practice should be avoided as far as possible. As no stock of any standard form—Departmental [Rule 2 (a) (ii)]—is kept in the Press, such indents necessitate special printing which may cause delay in supply and unnecessary expenditure. *(Inter-departmental transfer of forms is strictly prohibited except as stated above.)*

Exception.—Supplementary indents for Forest, Motor, Toll and other kinds of permits may, in special cases, be sent through the Heads of Departments in case of urgent necessity with full explanation for not including them in the annual indent.

DELIVERY, FREIGHT, ETC.

25. The Superintendent, Government Printing, will arrange to despatch forms with duplicate invoices (Appendix E) to the destination noted in the indent and post the Railway Receipt to the officer responsible to clear the consignment.

26. *Freight on forms, etc.*, sent by rail to Government offices as well as delivery charges at the place of destination are met out of the contingent grant of the offices concerned. The Superintendent, Government Printing, is authorised in all such cases to book packets by railway "To Pay." On forms returned to the Press on requisition, freight is paid by the Department concerned.

27. *Local delivery* of forms and other works are not made by the Press, except to Secretariat offices, and notice is sent to other offices as soon as a parcel is ready. Upon receipt of intimation that forms are ready, officers should arrange to take delivery, the forms being checked and any complaints as to short supplies should be made immediately after they are received. If prompt delivery is not taken, the Press may send the forms, the coolie charges, etc., being paid by the office concerned. The Superintendent will enter the amount to be paid on the memorandum which accompanies the work.

RECEIPTS FROM THE PRESS.

28. *Receipts of forms.*—Packages should be opened and the contents carefully checked and the weight verified as soon as received from the Press. All vouchers for the receipt of printed work or publications should be returned, postage pre-paid, to the Press immediately on receipt of the consignment, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent need only be intimated. In cases of systematic non-return of invoices, a report will be submitted to Government by the Superintendent, Government Printing. *If packets or parcels do not reach their destination on the due date, enquiries should at once be instituted at the Post Office or at the Railway Station and the fact communicated to the Superintendent.* In all correspondence about forms, the group name and form number and letter, if any, should be specified to avoid mistakes.

29. *Return of forms.*—In cases where the number of copies and description of forms appear to differ from the quantities indented for, they should not be returned to the Press but be retained pending instructions as to their disposal. The Superintendent cannot be responsible for demurrage, freight and other charges incurred on parcels returned without a requisition from the Press. In any case of surplus stock of forms which are not likely to be required, the Superintendent, Government Printing, should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

30. All packages should be opened in the presence of the Head of the Office or in his absence, of the Gazetted Assistant. In unavoidable circumstances, the ministerial head of the office or Manager or Head Clerk may have the packets or bundles opened and certify on the invoices regarding the correctness of the receipt of the contents. In this case, the invoices should be countersigned by the

Head of the Office before sending it to the Superintendent, Government Printing, as acknowledgment.

STOCKING, ISSUE AND ACCOUNTING.

31. Printed forms, like stationery articles, will be placed in the custody of a responsible officer. He shall maintain a stock book in the form Appendix F, for all forms received, and *shall see that they are carefully secured and properly arranged, each description of forms being kept separately labelled with the name and number of forms, to facilitate identification.*

32. Forms should be issued only on requisitions signed by heads of sections or the Manager of the Office. An Issue Book shall be maintained in form Appendix G, and all issues posted therein chronologically with the acknowledgment of parties. This book may be closed once in a month and totals carried to Appendix F, the Receipt Register, and the closing balance struck therein. Two or more days in each month may be fixed by Heads of Offices, according to convenience, for sending requisitions to the form clerk to avoid frequent requisitions which will increase unnecessary work. *While passing requisitions, the heads of sections or the Managers should see that the clerk or clerks do not have unnecessary or unused stock of forms with them.* Should in any case the requisition has to be sent to the forms clerk for urgent supply of forms on other dates than those fixed, the requisition should be passed by the Head of the Office on sufficient explanation by the party concerned.

STOCK VERIFICATION.

33. The verification of stock should actually be done *half-yearly* by the Head of the Office or by his Gazetted Assistant and a certificate to that effect in form Appendix H may be sent to the Superintendent, Government Printing, on or before the close of the month following the half-year. The Superintendent, Government Printing, will furnish to Government, within two months following the half-year, a statement of officers who have not sent the half-yearly stock certificates.

34. Excess forms found in stock-taking may be brought on to account, and if they are heavy, i.e. more than what is required for the next Supply Year, the Superintendent, Government Printing, shall be intimated and his instructions sought for their disposal economically. Deficiencies and damaged or missing forms noticed shall be dealt with as indicated in Rule 36.

35. Advantage shall be taken of the half-yearly examination of stock to inspect the condition of forms, registers, etc., kept with officials unnecessarily and the opinion of the Head of the Office in regard to these shall be recorded in the certificates.

DAMAGE TO FORMS.

36. When forms are damaged or found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the Head of the Department who will investigate the matter, recover the value of the forms, if the loss or damage was due to carelessness or neglect of rules, or write off the value from the accounts, if irrecoverable. A copy of the order passed may be sent to the Superintendent, Government Printing, for information.

37. If it is apprehended that any form will deteriorate before coming into use, the instructions of the Superintendent, Government Printing, as to its disposal shall be obtained without delay.

38. Obsolete forms may be disposed of in consultation with the Superintendent, Government Printing.

SUPPLY ON PAYMENT.

39. Remarks column of Appendix C shows whether the forms supplied are free of cost or the value thereof has to be adjusted by book adjustment.

40. Cost of forms supplied to all works for which Capital and Revenue Accounts have been kept should

41. Departments to which forms are to be supplied on payment are contained in Appendix I.

GENERAL.

42. The Superintendent, Government Printing, shall bring to the notice of Government, any serious neglect or breach of these rules.

B. KRISHNASWAMY CHETTY,

7915

Superintendent.

OFFICE OF THE DIRECTOR OF AGRICULTURE IN MYSORE, BANGALORE.

Notification, dated 13th May 1944.

First year class of the Mysore Agricultural School at Hebbal, Bangalore, will commence work for the Session, 1944-45 on Monday the 19th June 1944. In selection of students preference will be given to those whose parents own land in Mysore and are engaged in its cultivation. The minimum qualification for admission is a pass in the S.S.L.C. Examination, preference being given to candidates with (E.C.P.S.) qualification. The students are required to take part in all farm work. The course extends over three years. The first and second years will be spent on the Hebbal Farm and the third year on the Irwin Canal Farm, Mandya to give them a thorough working knowledge of running a farm successfully. The successful candidates at the end of the third year will be given the Diploma of Licentiatehip in Agriculture (L.Ag.).

2. No fee is charged for tuition for Mysoreans, Non-Mysoreans will have to pay a tuition fee of Rs. 50 per annum. The fee for the Diploma Examination is Rs. 15. Medical attendance is free. No rent is charged for rooms and furniture. Government grants a few Scholarships.

3. Students must, soon after their arrival, deposit a sum of Rs. 10 as "Caution Money" a sum of Rs. 10 as "Sports fee" and a sum of Rs. 30 as "Hostel Advance".

4. Applications for admission should be sent to the Principal, Mysore Agricultural School, Hebbal, Bangalore, in the prescribed form obtainable from him. The application should be filled up in the candidate's own handwriting and supported by the certificates as required in the application form. They should reach the Principal on or before 1st June 1944 along with an application fee of Re. 1.

5. The candidates will appear for an interview before the Selection Board in the Office of the Director of Agriculture, Bangalore, on the 14th June, 1944 at 9 A.M.

M. J. NARASIMHAN,

2879

Director.

OFFICE OF THE CHIEF MEDICAL OFFICER, WOMEN'S HOSPITALS IN MYSORE, BANGALORE.

L. M. P. SCHOLARSHIPS FOR LADY CANDIDATES ONLY.

Applications for scholarships in the prescribed form to enable candidates to study for the L. M. P. Course will be received in the Office of the Chief Medical Officer, Women's Hospitals in Mysore, Bangalore, not later than 10th June 1944.

Applicants must be native of Mysore and not more than 21 years of age, and must have passed the Mysore Secondary School Leaving Certificate Examination and should have been declared eligible for College and Public Service (E. C. & P. S.) or an examination equivalent to it.

Further particulars and application forms can be had in the office of the undersigned.